

# MILITARY SPOUSE PREFERENCE PROGRAM

## *What Is It?*

The purpose of the Military Spouse Preference (MSP) Program is to lessen the career interruption of spouses who relocate to accompany their military sponsor on a permanent change of station move. By registering in the MSP Program, eligible spouses will receive priority consideration for vacancies at DoD activities within the commuting area of the sponsor's new duty location. The MSP Program applies to spouses of active duty military members of the U.S. Armed Forces, including Coast Guard. The MSP program:

- Applies only if the military spouse accompanies the military sponsor to the new/different geographical duty station;
- Applies only within the commuting area of the sponsor's temporary (training) and/or permanent new duty station, which is outside of the military sponsor's previous commuting area;
- Does not apply when the sponsor is stateside and is separating or retiring. Military Spouses are eligible to register as civilian spouses when the sponsor is separating or retiring from Alaska, Hawaii, or overseas.
- Applies only if the spouse entered into the marriage with the military sponsor prior to the reporting date to the new geographical duty assignment.

## *Who Is Eligible?*

Within the U.S., its territories, and possessions, immediately appointable military spouses who have previously held or are presently holding Federal positions are eligible for referral through Program "S" of the Priority Placement Program (PPP). To meet the appointability requirement under Program "S," the spouse must be in one of the following categories:

- Current federal career/career-conditional employee;
- Current Veterans Recruitment Appointment (VRA) employee or Schedule A appointee for persons with disabilities;
- Reinstatement eligible;
- E.O. 12721 eligible (Eligibility of Overseas Employees for Noncompetitive appointment with written documentation of 52 weeks of creditable service);
- Competitive service eligible based on employment under other merit systems;
- Executive Order 13473 - Noncompetitive Appointment of Certain Military Spouses (*Effective 11 September 2009*): Spouses of armed forces member serving on active duty (other than training) for 180 days or more provided the spouse relocates to the member's new permanent duty station within two years from the date of the PCS order. Spouses with no prior federal service.

## ***When To Register***

A spouse may register no earlier than 30 days prior to the sponsor's reporting date and anytime after relocating.

## ***Where To Register***

Prior to relocating: at the losing personnel office (upon arrival at the new commuting area, MUST re-register)

After relocating: at any personnel office in the commuting area of the sponsor's new duty station

## ***How To Register***

1. Please review the [Military Spouse Information Sheet](#) and complete according to instructions.
2. Please review the applicable Activity Referral Sheet below for your commuting area and select the activities you want to be registered for:

[Hampton Roads, Virginia](#)  
[Eastern North Carolina](#)  
[Quantico/Washington, D.C.](#)

3. To apply online, go to the Department of the Navy web site at <http://www.public.navy.mil/donhr>. Once at that site, click on Employment, then click on Access Chart Now for detailed instructions on how to apply. ***Reminder: Your resume will expire after six months.***
4. If registering for GS-4 and/or below, please review the listing of Clerical and Administrative Positions in the [GS-300 Occupational Series](#) to determine if you wish to register for this generic series.
5. After complying with the above guidance under “How To Register”, you must provide the Required Documents listed below. If you do not have these documents, you must obtain them before you can be registered.

### REQUIRED DOCUMENTS:

- Copy of your current resume from the <http://www.public.navy.mil/donhr> website.
- Copy of sponsor's orders.
- Copy of Marriage License (Only applicable for Executive Order 13473 eligibles)
- \*Copy of Leave Without Pay (LWOP) Notification of Personnel Action (SF-50) or your last SF-50, along with the LWOP SF-52 or memo granting LWOP. The document granting LWOP must have detailed information concerning the LWOP.
- \*Copy of last performance appraisal.
- \*Copy of SF-75 (Request for Preliminary Employment Data) or equivalent (i.e., computer printout of employee data from your former personnel office).

*\* Documents NOT REQUIRED for Executive Order 13473 Eligibles*

6. Mail the Military Spouse Information Sheet, Activity Referral Sheet, copy of your resume, and required documents to the Military Spouse Coordinator at:

Human Resources Service Center East  
Code 51 PPP Team  
Norfolk Naval Shipyard, Bldg. 17  
Portsmouth, VA 23709-5000

### DO NOT FAX OR EMAIL THE REQUIRED DOCUMENTS

### *Job Opportunities*

All spouses should also apply for HRSC-East Merit Promotion Vacancy Announcements to expand their opportunities for job placement. These vacancies can be found on <http://www.public.navy.mil/donhr> under "Employment (Access Chart Now)" **NOTE: SUBMITTING A RESUME FOR A MERIT PROMOTION VACANCY ANNOUNCEMENT DOES NOT ALSO REGISTER YOU IN THE MILITARY SPOUSE PREFERENCE PROGRAM. IN ORDER TO BE REGISTERED, YOU MUST SUBMIT THE REQUIRED FORMS TO THE MILITARY SPOUSE COORDINATOR.**

***For assistance:***

If you have any questions, please contact the following individuals:

If your last name begins with	Contact Phone	Contact Email
A-L	(757)396-7599 DSN 386-7599	<a href="#">MSPPEAST</a>
M-Z	(757)396-7567 DSN 386-7567	<a href="#">MSPPEAST2</a>